

[Printed Name]

[Insert Address]

<<Individual's Name>>

<<Address>>

<<Address>>

<<Postcode>>

<<Date>>

Dear <<>>

In the interests of transparency, the Companies House requirements to verify the identity of existing LLP members, the LLP considers that there is a necessity to accurately verify each member's identity. The LLP requires this to be by a form of certified photographic ID, for example, a [certified copy] of your driving licence or passport.

To accurately verify each member's identity, the LLP requires this to be by a form of certified photographic ID, for example, a [certified copy] of your driving licence or passport.

Please complete the attached form with a [certified¹] copy of your valid photographic ID and return it to the LLP by the date of this letter.

Please do not hesitate to contact the LLP on <<name>> if you have any questions about this request.

This information will be collected in compliance with the UK General Data Protection Regulation (UK GDPR) [and Data Retention Policy]².

Yours sincerely,

<<Name & Title>>

For and on behalf of <<LLP Name>>

¹ If the ID is to be certified, this should be by a certified copy of the original seen by me and presented to me by the member. The member must sign, date and clearly print their name on the copy. The certification is required to be on the actual copy of the document and not on a separate sheet of paper.

² These policies should be cross referenced if applicable.